

Mr. Edward M. Kidwell, Director
Space Management Division
Office of Operating Programs
General Services Administration
Washington, DC 20405

12 DEC 1975

Dear Mr. Kidwell:

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Please refer to our letter of 3 April 1975 in which we advised you that the space offered to this Agency by the General Services Administration (GSA) in [redacted]

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The purpose of this letter is to request that GSA take the necessary action to lease approximately 88,000 square feet of space at the [redacted] site. [redacted] 53,000 square feet in the main building (first floor), and 35,000 square feet in the warehouse/office building. Of the 53,000 square feet in the main building, approximately 13,000 square feet is cafeteria and lobby with resultant net usable office space of 35,000 square foot and a total net usable space of approximately 70,000 square feet. We also request that the total parking area, 437 spaces which are presently occupied by [redacted] be included in the lease for a total of 832 spaces. The enclosed Standard Form 31 sets forth our minimum requirements. Our justification for the acquisition of the remainder of the [redacted] follows:

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a. This acquisition is necessary to provide sufficient space to meet Agency immediate and short-term requirements in the Washington Metropolitan Area and does not provide space for the replacement of the Magazine Building, which was accomplished by the acquisition of the second and third floors of the [redacted]

b. Acquisition of the remainder of these buildings will relieve our Headquarters Building of over-crowded conditions



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(see enclosure 1 for space utilization figures). Some components of the Agency with common functions in the Headquarters Building are widely dispersed and fragmented over several floors. By relocating some elements to the newly acquired space, we will have greater flexibility to consolidate common functions or elements. Our present and projected space requirements in the Headquarters Building, to support approved new projects or component expansions, will require a total of 60,000 square feet of space through FY 78.

c. In addition to external consolidation of components, the collateral benefits of acquisition of the totals of both buildings are:

(1) A greater degree of security control would be permitted by sole occupancy.

25X1A (2) Maximum utilization of the secure communication system presently being installed in the [redacted] Building would result.

25X1A (3) Agency surface transportation between the [redacted] and other buildings in [redacted] d be more efficiently utilized.

To recapitulate, the problems of overcrowding and being able to meet the requirements of approved new projects can only be resolved by relocating personnel from the Headquarters Building to other space.

We would appreciate it if you would keep us advised of your negotiations and wish to express our thanks for all your endeavors in our behalf.

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Sincerely,

[redacted]

Chief
Real Estate and Construction Division, OL

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